

STEP BY STEP



PhD trajectories for (co-)supervisors

Graduate School
Tilburg School of Humanities and Digital Sciences
Tilburg University

September 2023

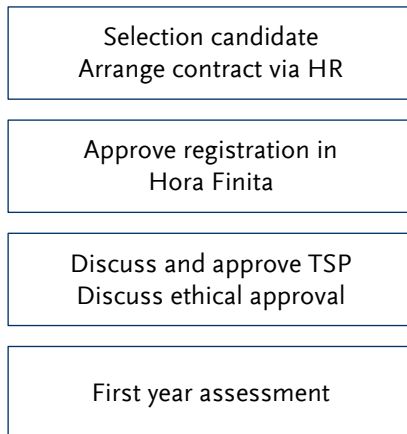
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PhD trajectory timeline: formal milestones for (co-)supervisors

Start – Year 1

Internal PhD candidates



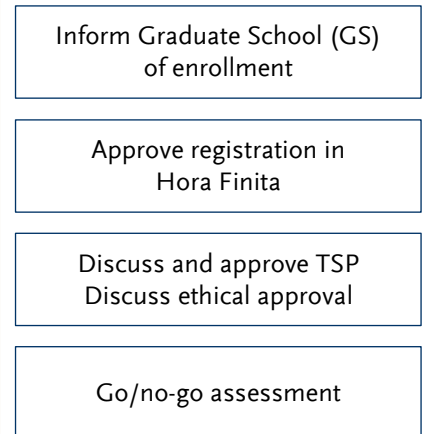
Start

3 months

6 months

10 months

External PhD candidates



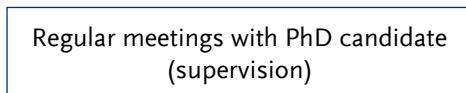
Start

3 months

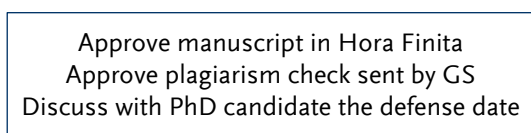
6 months

10 months

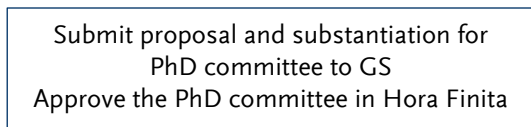
Years X



Final Year



6 months until the defense date



5 months until the defense date

In case of dissenting vote(s) or
Cum Laude, the Graduate School will
contact the (co-)supervisors

The Graduate School will inform the
(co-)supervisors when the manuscript has
been sent to the PhD committee

Defense

Chapter 2

Categories of PhD candidates Graduate School TSHD

These categories are determined by the Universities of the Netherlands (formerly known as the Association of Universities in the Netherlands/VSNU).

Please check the document [Typen promovendi](#) for more details (in Dutch).

1a Internal PhD candidates

(UNL category 1a)

- PhD candidates selected and financed by a TSHD department
- employed by Tilburg University
- embedded in a TSHD department

1b Internal PhD candidates, staff with PhD assignment

(UNL category 1b)

- employees of the University who, among other tasks, have the assignment to conduct PhD research within the University
- embedded in a TSHD department

2b Scholarship candidates

(UNL category 2b)

- selected by a TSHD department
- not employed
- embedded in a TSHD department
- receive funding from an external scholarship provider

3 Externally financed candidates

(UNL category 3)

- selected by a TSHD department
- not employed
- embedded in a TSHD department
- receive time or funds from external parties such as an employer to pursue a PhD under the guidance of a supervisor at TSHD

4 External self-funded PhD candidates

(UNL category 4)

- selected by a TSHD department
 - not employed
 - embedded in a TSHD department
 - pursue a PhD in their own time, supported by their own resources
-

Chapter 3

Start PhD – Registration procedure (0 - 1st year)

Registration procedure

Actors

0 Interested in PhD

If someone is interested in doing a PhD and would like to receive more general information about the enrollment procedure, you can refer them to the [Graduate School](#).

1 Registration

Please be aware that PhD candidates can only be enrolled in the Graduate School if a supervisor is involved in the supervisory team. A supervisor is a full professor or an associate professor with *ius promovendi*.

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Human Resources

- a Internal PhD candidates (UNL category 1a/1b): Candidates who have a working contract with the University to complete a doctoral degree. Human Resources informs the Graduate School of the previous education of PhD candidate and contact details. You will provide the Graduate School with the intended supervisory team. The Graduate School starts the registration process and contacts the PhD candidate.
- b Scholarship PhD candidates (UNL category 2b): You may be directly contacted by a PhD candidate who intends to do a PhD with a scholarship. As the prospective supervisor you have to ensure that the candidate has a Master degree. The Graduate School can take care of the relevant check and provide you with an acceptance letter template if needed. You will discuss the enrollment of the scholarship PhD candidate with the Head of Department and/or Program Leader. When they agree with the enrollment and the scholarship is awarded, you will provide the Graduate School with the intended supervisory team and the contact details of the PhD candidate in order to start the registration.
- c External PhD candidates (UNL category 3/4): External PhD candidates are responsible for finding a supervisor and securing the commitment from the relevant department by submitting a research topic, research description, and curriculum vitae to a Tilburg University professor. As prospective supervisor you are responsible for deciding whether the quality of the submitted documents is enough to start a PhD project. You will discuss the enrollment of the external PhD candidate with the Head of Department and/or Program Leader. If they agree with the enrollment, you will provide the Graduate School with the following information:

- Intended supervisory team.
- UNL category of PhD candidate.
- Previous education of PhD candidate and contact details.

The Graduate School will ensure that the candidate complies with legal and formal requirements as described in the [Tilburg University PhD Regulations](#).

Please note that external PhD candidates (UNL category 3/4) are admitted under certain conditions and have to go through a go/no-go assessment after 1 year (see step 9). Following the [appendix to the PhD regulations](#), external PhD candidates have to complete the PhD program successfully within a maximum of 8 years.

If the PhD candidate is UNL category 3, meaning that external parties such as an employer provide the PhD candidate with the time and means to do the PhD, a contract between the external party and Tilburg University has to be signed. The Graduate School will bring the (co-)supervisors in contact with the research policy advisor who arranges the contracts.

Be aware that, as stated in the PhD Regulations, the Graduate School aims at early enrollment of external PhD candidates. Once you commit to supervising the PhD candidate, you are expected to inform the Graduate School as soon as possible to start the enrollment procedure.

2 Selection criteria for (co-)supervisors

A minimum of two and a maximum of three (co-)supervisors can be appointed in a PhD trajectory:

- A supervisor is a full professor or an associate professor with *ius promovendi*.
- A co-supervisor is an associate or assistant professor who is entitled to use the title Doctor or PhD in the Netherlands.

Every PhD trajectory needs to have at least one supervisor in the supervisory team. The minimum of two (co-)supervisors does not have to include a co-supervisor; a PhD candidate can also be supervised by two supervisors.

The (co-)supervisor is an expert in the field described in the thesis. Following the PhD Regulations, persons with a family or comparable personal relationship, persons with a business relationship with the PhD candidate, or other persons who are in such a relationship with the PhD candidate that they should not reasonably be required to give an opinion are not eligible for appointment as supervisor or co-supervisor. (Co-)supervisors who are a (married) couple cannot be part of the same supervisory team (Article 4.2.6).

If you are an associate professor who intends to act as supervisor instead of co-supervisor, an application for *ius promovendi* has to be submitted to

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Doctorate Board

the Doctorate Board. To apply for *ius promovendi*, please contact the [Graduate School](#). The *ius promovendi* for associate professors is granted, in principle, for an indefinite period of time.

A (co-)supervisor who is promoted to professor during the PhD trajectory is a supervisor from the date of appointment as professor.

If you are a retired full professor at Tilburg University, you can only supervise PhD candidates for whom you have already been appointed as a supervisor by the Doctorate Board. In addition, these PhD candidates are required to obtain their PhD within 5 years of the start of your retirement. If the PhD candidate does not finish the manuscript within the 5 years, the Graduate School will check if the supervisory team still meets the requirements. If it does not, the Graduate School will contact you and the other (co-)supervisors to find a replacing supervisor.

3 The use of Hora Finita

Tilburg University uses Hora Finita as the online system for PhD candidates and their (co-)supervisors. During the PhD trajectory, you will occasionally receive automatically generated emails from Hora Finita asking for your approval or informing you of decisions regarding your PhD candidate. You will receive emails from Hora Finita to:

- Approve the registration and receive confirmation once all parties have approved the admission (step 4).
- Approve the Training and Supervision Plan (step 12).
- Be alerted to a change in the supervisory team (step 17).
- Approve the manuscript (step 24).
- Receive the template to propose a PhD committee (step 27).
- Receive the final assessment of the thesis (step 28).
- Receive confirmation of the PhD defense (step 28).

Please note, these emails sometimes end up in the spam folder. The manual for Hora Finita for (co-)supervisors can be found [here](#). Should you have any questions regarding Hora Finita or experience any problems, please contact the [Graduate School](#).

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4 Approval of admission in Hora Finita (within 3 months after start)

The Graduate School checks the PhD candidate's data in Hora Finita and has an intake meeting with the candidate. If the information is in order, the approval procedure is started in Hora Finita. As (co-)supervisor you will receive an email to approve the admission request. The enrollment will also have to receive the approval of the Director of the Graduate School and the Doctorate Board. Once all parties have confirmed the admission, you will receive an email from Hora Finita informing you of the outcome. External PhD candidates are admitted under certain conditions in the first year (see step 9).

Supervisor(s)
Graduate School TSHD
Doctorate Board
Director Graduate School

5 Check financial agreements (within 3 months after start)

If one of the (co-)supervisors is not from the department, school, or university in which the PhD candidate will be enrolled, the Graduate School will contact the TSHD (co-)supervisors and Finance & Control during the registration to check if financial agreements have to be made. There are two options for financial agreements:

- An agreement stating that there will be no financial compensation for the supervision. This is often the case in the context of a wide collaboration or network contacts. There is also a national agreement stating that no costs can be charged for cooperation between all faculties of Humanities. This option is preferred. It is possible to ask for reimbursement of travel costs, or other small costs incurred by the (co-)supervisor (with the approval of the Head of Department).
- An agreement on financial compensation for the supervision. This type of agreement is always arranged by the Director of TSHD and the employer of the (co-)supervisor. The amount of compensation will be calculated on the basis of a realistic estimation of the contribution and the salary costs. Should this agreement be applicable, the Director of TSHD will seek input from the (co-)supervisors and send a proposal to the employer of the (co-)supervisor, with prior approval of the Dean. The payment will always be effective after the defense has taken place. A (co-)supervisor can never be compensated directly, it always goes through their employer.

The Graduate School will record the arrangements in the PhD candidate's file in Hora Finita.

Supervisor(s)
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Finance & Control
Director TSHD

6 Deficiencies (within 6 or 12 months after start)

Each PhD candidate has to submit a set of documents and/or information for enrollment. This includes a certified copy of the Master diploma, the Training and Supervision Plan and the research proposal. Internal PhD candidates have 6 months to supply the Graduate School with this information, external PhD candidates have 12 months. All PhD candidates have to upload the Training and Supervision Plan within 6 months.

If the PhD candidate does not submit the documents after the deadline has passed, the Graduate School and/or the Doctorate Board will send reminders to the PhD candidate. The Graduate School will inform you as well. It is important to know that not handing in the requested documents on time can be a reason for the Doctorate Board to terminate the PhD program prematurely (Article 3.4.3).

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Doctorate Board
PhD candidate

7 Exceptions at the start of the PhD trajectory

Please inform the Graduate School about exceptions of the PhD Regulations such as:

- A team of four (co-)supervisors.
- A joint doctorate.
- Admission without a Master's degree.
- *lus promovendi*.

Note that the exceptions have to be approved by the Doctorate Board. The [PhD coordinator](#) will be guiding you through the procedure and help you prepare the request. An extensive overview of the situations in which a request has to be presented to the Doctorate Board, please see Chapter 6.

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Doctorate Board

8 First year assessment internal PhD candidates (10 months after start)

As (co-)supervisors you are expected to have a first-year evaluation with your PhD candidates. You will be informed by the Head of Department when a PhD contract almost expires. You can use the Performance & Development form (available in My Employee Portal), in which the Training and Supervision Plan can be adapted, to guide the evaluation.

If it is decided to terminate the contract, HR will inform the Graduate School. The Graduate School will contact you to receive a short summary of the reasons for termination and the approval from both parties. The Doctorate Board has to approve of the termination before HR ends the contract.

Supervisor(s)

Human Resources

9 First year assessment external PhD candidates (10 months after start)

After 10 months, external PhD candidates (UNL category 3/4) will go through the 'go/no-go' assessment. The Graduate School will contact you and the PhD candidate to initiate the procedure. (Co-)supervisors are expected to evaluate the progress of the PhD with the PhD candidate and together decide whether to start or discontinue the project.

If the outcome is negative, you will provide the Graduate School with a short summary of the reasons for termination and the approval from both parties. If it is not possible to provide a reaction from the PhD candidate, please justify why. The Graduate School will coordinate the administrative termination of the PhD project.

Should the outcome of this meeting be positive on both sides, you will inform the Graduate School to start the procedure.

The procedure entails that you need to find two reviewers, who may or may not be colleagues but are expected to be knowledgeable about the research topic. The reviewers will have agreed to review the following documents:

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PhD candidate

Director Graduate School

- Curriculum vitae of PhD candidate.
- A concise research plan (to assess the quality and feasibility of the proposed PhD project).
- An annual planning (including the number of hours per week the PhD candidate will spend on the PhD project) to check whether the project can be completed within the maximum period of 8 years.
- Proof of submission to the [Research Ethics and Data Management Committee](#) for ethical clearance, if applicable.
- A short explanation of the connection between the content of the research proposal with one of the existing research programs of TSHD, to assess the degree of embeddedness in the department to which the primary supervisor belongs.

A short reflection on what kind of courses or PhD training may be needed to improve the skills necessary to complete the PhD program successfully within 8 years. The Training and Supervision Plan can be used to write this reflection. (This applies only for PhD candidates who started after July 1, 2023.)

After obtaining the approval of the selected reviewers from the Head of Department where the PhD candidate will be enrolled, the (co-)supervisors submit to the Graduate School:

- Names of the two reviewers.
- Contact details of the two reviewers.

Approval from the Head of Department (if the Head of Department is also one of the supervisors, you are expected to ask the Program Leader for approval).

The Graduate School will inform the PhD candidate which documents have to be delivered to the Graduate School. You are expected to draw up together with the PhD candidate the explanation of the needed training and the embedding in the department.

The Graduate School will send the documents to the reviewers and monitor the deadlines. Once the assessments are ready and the Director of the Graduate School has approved them as well, the Graduate School will inform all parties involved. If the outcome is positive, the PhD candidate will be officially admitted to the Graduate School.

Should the outcome of the meeting between the (co-)supervisors and the PhD candidate be negative, the Graduate School will coordinate the administrative termination of the PhD project.

10 Master class for PhD (co-)supervisors

In cooperation with 'Hertz training for scientists', Tilburg University organizes one-day master classes for (co-)supervisors of PhD candidates. This master class focusses on the relationship between the (co-)supervisor and PhD candidate by helping to choose the right supervision strategy depending on the situation and the PhD candidate, providing

Supervisor(s)

constructive feedback, and exchanging experiences. The masterclasses are organized for both experienced and less experienced (co-)supervisors.

For more information on when the masterclasses are organized and to sign up, please visit the [HR intranet page](#).

11 Guiding Principles for PhD supervision

The Guiding Principles for PhD supervision provide a set of best practices for (co-)supervisors. This guide is based on the PhD Regulations, as well as input from both PhD candidates and (co-)supervisors [will be added later].

Supervisor(s)

Chapter 4

During PhD – Research stage

Research stage

Actors

12 Training and Supervision Plan

You are expected to discuss and review the Training and Supervision Plan (TSP), which has been drawn up by the PhD candidate, on a yearly basis. The TSP may be used to set clear expectations and make satisfying agreements between you and your PhD candidate concerning the supervision, planning, and needed training during the PhD program. The TSP will also be discussed during yearly monitoring meetings with the PhD coordinator.

After the PhD candidate uploads the TSP, you will receive a request to approve the TSP in Hora Finita.

[The TSP format can be found here.](#)

Supervisor(s)

PhD candidate

13 Support of PhD candidate

The PhD candidate can contact you with questions regarding the PhD program, which includes a special need for support, for example due to disability or functional impairment. If necessary, you can refer the PhD candidate to the [PhD coordinator](#) or the appropriate body within or outside the university.

Supervisor(s)

14 Evaluation

Following Article 3.3 of the PhD Regulations, as (co-)supervisor you and the PhD candidate are responsible for periodic interim evaluations of the progress of the PhD program. You can use the agreements made in the TSP for this evaluation.

Supervisor(s)

PhD candidate

15 Preparing for the defense

As noted in Article 7.2 of the PhD Regulations, the assessment of the PhD candidate to receive the doctoral degree includes the thesis and the defense ceremony. As such, the (co-)supervisors are responsible for preparing the PhD candidate adequately for the PhD defense. Following Article 4.3.5, this means that:

- The (co-)supervisors encourage and facilitate sufficient substantive feedback moments on the PhD research by the (co-)supervisors themselves and by other academic colleagues.

Supervisor(s)

PhD candidate

- The (co-)supervisors ensure that the PhD candidate presents the PhD research at least twice in the PhD program during a research meeting of the school and/or department.

16 Ethical Approval

The (co-)supervisors ensure that the PhD project is carried out in accordance with, among others, the Netherlands Code of Conduct for Research Integrity, the applicable laws, and regulations on the protection of personal data, and the careful handling of research data and research involving human subjects. The (co-)supervisors guard in particular that no direct or indirect restrictions are imposed by third parties on the PhD research that limit the academic freedom or the freedom to publish the results of the research (Article 4.3).

You are expected to discuss with the PhD candidate whether an application to the [Research Ethics and Data Management Committee](#) (REDC) is necessary. REDC assesses research proposals involving human participants on the matters of research ethics, privacy, and data management before data collection has taken place.

[Here](#) you can read more about how to submit an application to the REDC, if necessary.

Supervisor(s)

PhD candidate

17 Change of (co-)supervisor

If the supervisory team changes, whether to add someone to the team or remove a (co-)supervisor, please contact the Graduate School. In order to prepare the official request to the Doctorate Board, you are expected to provide the Graduate School with the following information:

- Written confirmation from the (co-)supervisor who quits/is added to the team.
- Written confirmation from the (co-)supervisors remaining in the team.
- A motivation of how the expertise regarding the PhD research is sufficiently secured in the supervision team/or why the (co-)supervisor has to be added to the team.

A simple email with this information will do. The Graduate School contacts the PhD candidate to ask for confirmation and ensures that the request is presented to the Doctorate Board. The Graduate School will notify you of the outcome and you will receive a confirmation email through Hora Finita.

Supervisor(s)

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Doctorate Board

18 Early termination of PhD

If the PhD candidate decides to terminate the PhD project, the (co-)supervisors will notify the Graduate School as soon as possible. The Graduate School will then contact the PhD candidate to confirm the decision. The Graduate School will prepare the request and ensure that the matter is assessed by the Doctorate Board.

Supervisor(s)

Graduate School TSHD

Doctorate Board

PhD candidate

Human Resources

If you want to terminate a PhD project, please see step 37 to see what is expected of the (co-)supervisors. Please notify the Graduate School as soon as possible. If you want to terminate the contract of an internal PhD candidate, HR will involve the Graduate School in the procedure.

19 Prognosis

You will be contacted by the Graduate School twice a year to ask for the estimated date of defense of your PhD candidates. These numbers are used by Finance & Control for the departments' budgets.

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20 Confidential advice & conflict

Both PhD candidates and (co-)supervisors may seek confidential advice on challenges, issues and conflicts related to the PhD project through the [PhD coordinator](#). In case of problems or issues that are beyond the Graduate School's mandate, you may contact HR, [the general confidential advisor](#) or [the confidential advisor for scientific integrity](#).

Supervisor(s)

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Chapter 5

Finishing PhD – Final stage

Final stage

Actors

21 Changes defense PhD Regulations

As of 1 June 2023, the [PhD Regulations](#) explicitly state that the assessment criteria are applicable to both the thesis and the defense. As such, there is a possibility that the PhD candidate does not receive the doctorate.

Following Article 9.5.3 of the PhD Regulations, a negative opinion of the PhD committee can only be adopted by unanimous vote (unanimity) of all members of the PhD committee present (physically or online). The chair of the PhD committee (who has no voting rights) may decide whether or not at the request of one or more of the members of the PhD committee, to proceed to a secret ballot. In the event that the PhD committee issues a negative opinion, the chair suspends the PhD defense session and refers the matter to the Doctorate Board. The PhD committee forwards a written report of the negative recommendation to the College of Promotions by return.

Supervisor(s)

PhD candidate

22 Time-sensitivity final stage PhD trajectory

Following the regulations set by the Doctorate Board, the PhD candidate has to upload the manuscript to Hora Finita 6 months before the envisioned PhD defense date, after which a series of steps and approvals are expected of (co-)supervisors. Please be aware that this final stage is time sensitive and prone to delays. As (co-)supervisor you are expected to act responsibly with this time frame in mind.

PhD candidates will be invited to a meeting with a Graduate School officer to discuss all the steps of the final stage in the PhD. They will also be informed about the time-sensitivity.

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PhD candidate

23 Defense date (at least 6 months before the intended defense date)

You are expected to discuss with the PhD candidate a provisional date for the PhD defense. It is recommended to discuss the provisional date with your intended PhD committee as well. After your consultation, the PhD candidate will contact the [secretaries' office of the Doctorate Board](#).

Supervisor(s)

PhD candidate

24 Approve manuscript in Hora Finita (at least 6 months before the intended defense date)

Once the PhD candidate has uploaded the manuscript in Hora Finita, you will receive an email from Hora Finita asking for your approval of the manuscript.

Supervisor(s)

PhD candidate

25 Plagiarism check (after uploading the manuscript)

The uploaded version of the manuscript will be checked for plagiarism by the Graduate School. As (co-)supervisor you will receive an email from the Graduate School with the plagiarism report, with the request to check the report and send your approval via email. If, based on the plagiarism scan, the PhD candidate has to make minor changes to the manuscript, you are expected to send the Graduate School a summary of the changes that have been made.

Supervisor(s)

Graduate School TSHD

26 If applicable: feedback seminar (after uploading the manuscript)

During the yearly monitoring meetings, the PhD coordinator monitors whether the PhD candidate receives enough feedback moments as described in the Training and Supervision Plan. When the PhD candidate uploads the final version of the manuscript in Hora Finita, the PhD coordinator will check this again. If the PhD candidate has not received enough feedback moments, you will be informed by the Graduate School that a feedback session will be organized. During this session the intended PhD committee members discuss in detail their comments on the draft manuscript with the PhD candidate and the (co-)supervisors, after which the PhD candidate can revise the manuscript before officially sending it to the PhD committee.

This procedure applies to all PhD candidates who enrolled in the Graduate School after January 1, 2021.

Supervisor(s)

Graduate School TSHD

PhD candidate

27 PhD committee (5 months before the reserved defense date)

After approval of the manuscript by all (co-)supervisors in Hora Finita, you receive an email from Hora Finita asking you to send the Graduate School a proposal for the composition of the PhD committee. The composition of the PhD committee must meet the following requirements (Article 5.3):

- The PhD committee consists of at least 4 members, and at least half of the committee are full professors or emeritus professors with the power to confer a PhD degree (*ius promovendi*).
- The members hold PhD degrees (if not, please consult the Graduate School).
- At least one of the members is from outside Tilburg University.
- At least one of the members is a full professor at Tilburg University.
- At least one of the members is male and one is female.
- The composition is sufficiently diverse in terms of expertise.

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- The members have no family/personal/business relationship with the PhD Candidate and have no other interests regarding the PhD research.

You are responsible for checking whether the suggested members are willing to participate in the committee. The Graduate School records the proposal in Hora Finita. You will receive an email from Hora Finita asking you to officially approve the committee members. After your approval the Director of the Graduate School and the Doctorate Board will also be requested to approve the proposal.

28 Assessment request (4,5 months before the reserved defense date)

The Graduate School will send the manuscript to all PhD committee members via Hora Finita, requesting them to assess the manuscript within 4 weeks (or 6 weeks during holidays), and inform you after it has been sent. If the committee members do not meet the deadline and do not respond to reminders sent by the Graduate School, you will be contacted by the Graduate School with the request to approach the committee members.

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Neither the (co-)supervisors nor the PhD candidate may approach the PhD committee members about the evaluation of the manuscript during the assessment period, except if told otherwise by the Graduate School (i.e. as a final reminder). The (co-)supervisors and the PhD candidate will receive an email from Hora Finita as soon as all the assessments have been received.

29 Final assessment (4 to 6 weeks after sending the manuscript to the PhD committee)

The (co-)supervisors, together with the PhD candidate and the PhD committee members, will receive a copy of the assessments and suggestions of the PhD committee after the final positive assessment. If the assessment is not unanimously positive, see step 29.

Supervisor(s)

30 If applicable: Pre-defense

In case of dissenting vote(s), you will be informed by the Graduate School and a pre-defense meeting will be organized. The (co-)supervisors are expected to inform the PhD candidate about the dissenting vote(s).

Supervisor(s)

Graduate School TSHD

31 If applicable: Cum Laude

If at least two members of the PhD committee make a proposal to award the designation of Cum Laude, the Graduate School will contact you to explain and coordinate the procedure. Please note, (co-)supervisors cannot propose to award the designation of Cum Laude.

Graduate School TSHD

32 If applicable: Opponent

If you want to add an opponent to the PhD defense ceremony, please contact the Graduate School. The opponent must meet the following conditions:

- The opponent has expertise/competence in (part of) the field of the PhD research.
- The opponent's expertise/competence has sufficient added value compared to the expertise within the PhD committee.
- The opponent has approval from the Director of the Graduate School to participate as an opponent in the PhD defense session.
- The opponent has permission from the Doctorate Board's secretaries' office to participate in the PhD defense session as an opponent no later than 3 weeks before the PhD defense session.

The official invitation of these opponents will be sent via Doctorate Board's secretaries' office.

Supervisor(s)

Graduate School TSHD

Doctorate Board

Director Graduate School

33 Final preparations defense ceremony

The PhD candidate is responsible for arranging the final preparations for the defense ceremony with the Doctorate Board and the Beadle, such as submitting the summaries both in English and Dutch, the title page, and printing and distributing the thesis. The PhD candidate is authorized to make minor changes (grammatical and typing errors) based on the suggestions given by the PhD committee members, in consultation with the (co-)supervisors.

Several times a year PhD candidates have the opportunity to practice their defense speech during a mock defense. This provides your PhD candidate with the opportunity to get familiar with the Beadle and the protocols. PhD candidates partaking in the event will receive feedback about their performance. Dates for the event will be distributed by the Graduate School.

Please note that in the new PhD Regulations from June 2023, the procedure regarding the PhD defense has been outlined in more detail. For more information, see Chapter 9 of the [PhD Regulations](#) or visit the [website of the Doctorate Board](#).

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PhD candidate

34 Defense

And then... when all is settled and approved, the PhD candidate can defend the thesis.

PhD candidate

Congratulations !!!

Chapter 6

Special requests with regard to admitted candidates

For the situations listed below, the Doctorate Board needs to give its approval.¹ The Graduate School prepares an official request. The PhD Regulations can be found [here](#).

Contact details for the Graduate School: tshd.graduateschool@tilburguniversity.edu

Special requests

Actors

35 Change of supervisor (one of the (co-)supervisors pulls out)

The remaining (co-)supervisors notify the Graduate School as soon as possible and provide the following information:

- Written confirmation from the (co-)supervisor who pulls out.
- Written confirmation of the (co-)supervisors remaining in the team.
- A motivation of how the expertise regarding the PhD research is sufficiently secured in the supervision team.

A simple email with the necessary information is sufficient. The Graduate School will contact the PhD candidate to ask for confirmation and will take care of the procedure. The (co-)supervisors will receive a confirmation of the change through Hora Finita.

Supervisor(s)

Graduate School TSHD

36 Change of supervisor (a (co-)supervisor is added to the team)

The (co-)supervisors notify the Graduate School as soon as possible and provide the following information:

- Written confirmation from the current (co-)supervisors.
- Written confirmation from the (co-)supervisor who is being added to the team.
- A motivation of the reasons why the (co-)supervisor is to be added to the team (ex. expertise).

A simple email with the necessary information is sufficient. The Graduate School will contact the PhD candidate to ask for confirmation and will take care of the procedure. The supervisors will receive a confirmation of the change through Hora Finita.

Supervisor(s)

Graduate School TSHD

¹ The Doctorate Board is the university's central body for PhD-related matters and consists of the Rector Magnificus and the Deans of the Schools.

37 Early termination PhD program (initiator PhD candidate)

If the PhD candidate decides to terminate the PhD project, the (co-)supervisors will notify the Graduate School as soon as possible and provide the following information:

- Written confirmation from the current (co-)supervisors.
- Short substantiation as to why the PhD project is being terminated (this can also be written by the PhD candidate).

A simple email with the necessary information is sufficient. The Graduate School will contact the PhD candidate to confirm. The (co-)supervisors will be informed of the outcome by the Graduate School.

Supervisor(s)

Graduate School TSHD

38 Early termination PhD program (initiator supervisor)

The (co-)supervisors notify the Graduate School as soon as possible and provide the following information:

- Written confirmation from the (co-)supervisors stating the reason for the request and substantiating with documentation. The reasons as described in the PhD Regulations can fall under the following criteria:
 - The PhD candidate, after having been repeatedly reminded to do so in writing, does not comply with the interim agreements with the PhD (co-)supervisor.
 - The interim progress evaluations repeatedly show that the progress of the PhD candidate is not such that the PhD candidate will be able to submit a manuscript that, according to the supervisor's expectations, meets the assessment criteria applicable to a thesis.
 - The PhD candidate has not responded to repeated requests from the supervisor regarding the content and progress of the manuscript over a period of at least 6 months.
- If possible, a written reaction from the PhD candidate. If not possible, justify why. The Graduate School can also take care of this step.
- Indication whether an exit talk has taken place and give a short summary.

A simple email with the necessary information is sufficient. The Graduate School will ensure that the matter is assessed by the Doctorate Board. The (co-)supervisors will be informed of the outcome by the Graduate School.

Supervisor(s)

Graduate School TSHD

Doctorate Board

39 Thesis in another language than Dutch or English

The (co-)supervisors notify the Graduate School as soon as possible and provide the following information:

- A motivation of why the candidate wants to write the thesis in another language than Dutch or English.
- A written statement from all (co-)supervisor(s) that they have sufficient command of the relevant language and that they will make sure that this also applies to the members of the PhD committee.

Supervisor(s)

Graduate School TSHD

Doctorate Board

A simple email with all the necessary information is sufficient. The Graduate School will ensure that the matter is assessed by the Doctorate Board. The supervisors and the PhD candidate will be informed by the Graduate School of the outcome.

40 Admission without a Master's degree

The (co-)supervisors notify the Graduate School as soon as possible and provide the following information:

- Motivation that the PhD candidate has sufficient academic competencies that are comparable to a Master's degree (e.g., published articles in journals, relevant work experience or other completed programs).
- Motivated request from the intended supervisor.
- Curriculum vitae of the doctoral candidate in question.
- Research proposal in a format customary in the field.

The Graduate School will ensure that the matter is assessed by the Doctorate Board. The supervisors and the PhD candidate will be informed by the Graduate School of the outcome.

Supervisor(s)

Graduate School TSHD

Doctorate Board

41 *Ius promovendi* for associate professors

The associate professor needs to notify the Graduate School as soon as possible. The [PhD coordinator](#) will be guiding you through the procedure. The *ius promovendi* is granted, in principle, for an indefinite period of time. For more information, please see the PhD Regulations (Article 4.5).

Supervisor(s)

Graduate School TSHD

42 A joint Doctorate

The (co-)supervisors notify the Graduate School as soon as possible. The [PhD coordinator](#) will be guiding you through the procedure. For more information, please see the PhD Regulations (Article 11.1).

Supervisor(s)

Graduate School TSHD

43 Other exceptions to the PhD Regulations

For other exceptions to the PhD Regulations, such as exceptions to the rules for PhD committees, the (co-)supervisors are expected to notify the Graduate School as soon as possible and provide the following information:

- Which exception should be considered?
- Motivation for the exception.

The Graduate School will take care of the procedure further.

Supervisor(s)

Graduate School TSHD

Chapter 7

Useful links

Websites

[Circles of support \(see circle 3\)](#)

[Graduate School TSHD](#)

[Hora Finita](#)

[Hora Finita – Manual](#)

[How to submit an application](#)

[Netherlands Code of Conduct for Research Integrity](#)

[Research Ethics and Data Management Committee](#)

[Tilburg University PhD Regulations](#)

[TSP format](#)

Contact

[Beadle](#)

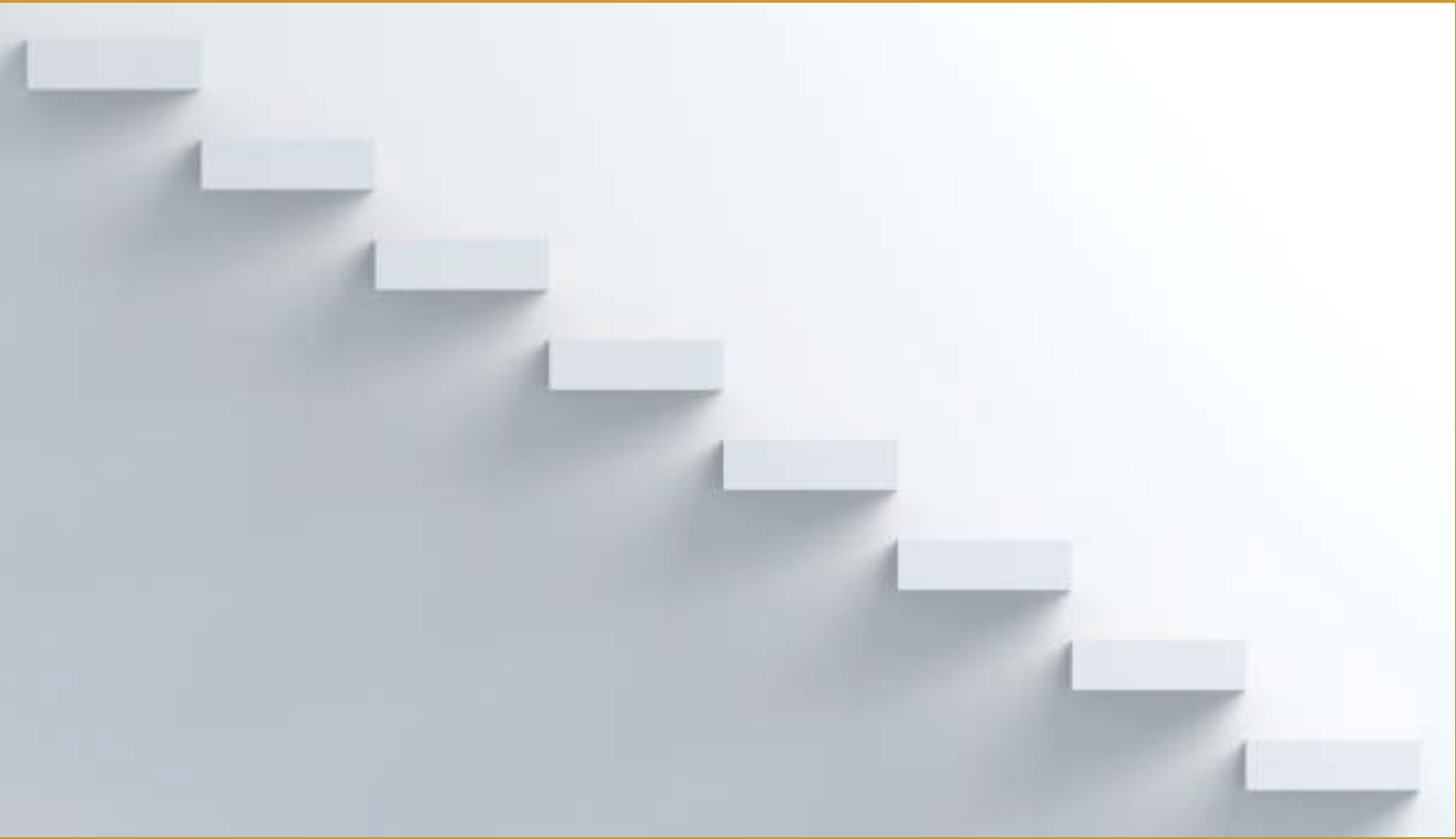
[Graduate School TSHD](#)

[Library](#)

[Secretaries' office of the Doctorate Board](#)

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